
CONGRESSIONAL ACTIONS RESPONSIBILITIES STANDING OPERATING PROCEDURES (CAR SOP)

PUBLISHED UNDER THE PROVISIONS
OF
ARMY REGULATION 1-20, LEGISLATIVE LIAISON

January 2003

Secretary of the Army: Honorable Thomas E. White
Chief of Staff: General Eric K. Shinseki
Chief of Legislative Liaison: Brigadier General Guy C. Swan III
Editor in Chief: Mr. Mark Dojcak, Congressional Actions Analyst

The CARSOP is produced by the Office of the Chief of Legislative Liaison,
Congressional Activities Division, Room 1D437, 1600 Army Pentagon,
Washington, DC 20310-1600, Telephone: (703) 697-3421 or DSN 227-3421,
e-mail: Mark.Dojcak@hqda.army.mil

This edition supersedes the July 1998 edition.

These instructions supplement Section III, Chapter 5, *Hearing Transcripts and Inserts*.

1. Use the Proper Format. *There are two types of inserts: Format A and Format B.*

Generally, Format A inserts are responses to questions asked during a hearing that were not fully answered, and Format B inserts respond to written supplemental questions submitted by the committee after the hearing. Your CACO should provide you a template (either hard copy or electronic copy) of the proper format. If not, identify the proper format by using the chart below. Electronic format templates are available from SALL-CAD, 697-3421.

	INSERT FORMAT	COORDINATION FORMAT
COMMITTEE	Appendix	Appendix
Authorization:		
SASC	III-N	III-R
HASC	III-O	III-R
Appropriations:		
SAC	III-P	III-R
HAC	III-Q	III-R

Correctly formatting inserts is important for quick and accurate processing. The incoming tasker should identify the committee and provide the corresponding insert format template. If not, call the tasking official to obtain the required information and/or template.

2. Follow Format. Refer to the appropriate Appendix and note the following:

a. PAGE SETUP:

(1) **Font and Paper.** Use 12 point Times New Roman font, regular type – do not bold or underline text or use bullets. Use plain 8.5” x 11” bond paper.

(2) **Margins.** Use 1.5” left and right margins and 1” top and bottom margins.

b. HEADING:

(1) **Committee.** Annotate the identity of the House or Senate committee, and subcommittee, if applicable, that held the hearing.

(2) **Hearing Subject or Title.** Use the subject/title of the hearing shown on the tasker – do not substitute another subject.

(3) **Hearing Date.** Use the hearing date — do not use any other date.

(4) **Member of Congress/Witness.** For Appropriations committee inserts, identify the member of Congress and the witness (this information it will not appear in the body of the insert).

(5) **Number.**

(a) **Format A.** Use the appropriate transcript page number and line number point of insertion (see examples at APPENDICES J and K).

(b) **Format B.** Use the assigned insert identity number.

c. **BODY OF INSERT.**

(1) **Insert Subject.** Center the subject of the insert over the text. Subject headings are required for both Format A and Format B inserts. Use the heading provided by the member asking the question. If no subject is provided, the tasking official or the action officer will supply a subject heading. Subject headings should briefly describe the insert subject, e.g., Legacy Force Systems, Apache Helicopter, End Strength, Acquisition Reorganization, etc. The heading should be followed by a double space before beginning a question and answer.

(2) **Paragraphs.** Indent all paragraphs 0.5". Use single line spacing with no spaces between paragraphs. Double space only after a subsequent question and answer on the same page.

(3) **Forms of Address.** Use the following forms of address to open the question or answer, if the format requires it. Do not abbreviate Senator, Secretary, General, etc. The proper forms of address are:

POSITION:

Member of U.S. Senate
Member of House
of Representatives

Secretary of the Army
Assistant Secretaries
Chief of Staff or
General Officers

ADDRESSED AS:

Senator (last name)
Mr., Mrs., or Ms. (last name)

Secretary (last name)
Mr., Mrs., or Ms. (last name)
General (last name)
– NOT Lt. Gen., Maj. Gen.,
Brig. Gen., or MG, LTG or BG.

(4) **Format A Insert.** Format A inserts (refer to Format A examples in APPENDICES III-N through Q) are required when members ask questions that witnesses cannot fully answer. A witness may say, "I will provide that information for the record," or words to that effect. You are responsible for responding for the witness only. Do not repeat the question in the body of the insert because it already appears in the transcript. The insert will be placed into the transcript following the witness's comments (see APPENDICES III-J and -K for transcript examples).

(5) **Format B Insert.** Format B inserts (refer to Format B examples in APPENDICES III-N through Q) respond to written "questions for the record" committees submit to witnesses after hearings. They usually come in the form of a list of questions attributed to a

particular member. You are responsible for repeating the entire question verbatim, including any lead-in comments, and ensuring that the response is factual, coordinated, grammatically correct.

(6) **Responding to Questions.** Committees publish inserts so the general public can understand them. Responses must be written in the context of the hearing date in an easily understood, plain English, colloquial (conversational) style. Inserts should not be overly technical – do not use bullets, charts, tables, etc. unless specifically requested or absolutely necessary to be fully responsive. Responses not written in this manner may be returned for rewrite.

(a) **Spell out all words.** Do not use military abbreviations such as M for million, K for thousand, or bn for battalion, etc. Use \$8 million, not \$8M; 600,000, not 600K, etc. Spell out all acronyms and abbreviations the first time used. Only common, well-known acronyms such as NATO or UN may be used without first spelling them out. Use “United States” when it is used as a noun; use the abbreviation “U.S.” when it is used as an adjective modifying a noun, e.g., the United States projects its power overseas; the U.S. Army provides that power projection capability.

(b) **Capitalization.** Do not use all caps for names of weapons systems or training exercises. Only acronyms should be in caps. The name of a weapons system, training exercise, or operation that is not an acronym should have only the first letter capitalized – Stinger and Javelin are the names of missile systems; Apache, Black Hawk, and Huey are names of helicopters; Operation Enduring Freedom is the name of a military operation, etc.

(c) **Parentheses.** Parentheses may be used to enclose parenthetical expressions and amplifying or explanatory word and phrases. However, do not use brackets [] as they indicate classified information.

d. **MORE THAN ONE WITNESS.** In order to “speak with one voice,” use a single response attributed to multiple witnesses if the same question is asked of more than one witness. Witnesses may offer differing opinions or comments to the same question during oral testimony, but written responses to post-hearing questions should be consistent.

(1) **Answering Multiple Questions for an Army-Only Hearing.** More than one question from a single member of Congress addressed to a single witness may be answered in one insert if the questions follow in sequence. Put a space between each question/answer; do not type all of the questions and then all of the answers. However, there may be a few exceptions where one or two questions may best be combined in a single answer.

(2) **Answering Multiple Questions for Multi-Service Hearings.** For multi-service hearings, no more than one question and one answer may appear on an insert. This enables the committee to combine the witnesses’ responses under the same question.

e. **MORE THAN ONE PAGE.** If the insert is more than one page, use the identical heading and subject title and identify the page number in the upper right hand corner with Page X of Y.

Page 1 of 2
<small>INSERT FOR THE RECORD SENATE ARMED SERVICES COMMITTEE STATUS OF U.S. MILITARY READINESS 27 SEPTEMBER 2000</small>
<small>QUESTION #3</small>
<hr style="width: 50%; margin: 10px auto;"/> <small>ENCROACHMENT</small>
<p>Senator Warner. The Committee has become increasingly concerned over the past few years with the encroachment of civilian populations or environmental considerations on military training ranges, and the encroachment of commercial interests into those portions of radio frequency spectrum used by the military services. The issue of encroachment has arisen during a number of my visits to military installations, and officers with whom I have spoken have described the negative impact that this is having on their ability to train and prepare for combat.</p> <p>How serious is the issue of encroachment for each of your Services and what actions do you believe are necessary to ensure that the Armed Forces have access to required training ranges and frequency spectrum?</p> <p>General Shinseki. The Army faces significant challenges in the area of encroachment as it relates to training and ranges, all generally resulting from increased population growth on the borders of our installations. We recognize and understand that demographic and societal changes are having effects that are adversely impacting our traditional way of training.</p>

Page 2 of 2
<small>INSERT FOR THE RECORD SENATE ARMED SERVICES COMMITTEE STATUS OF U.S. MILITARY READINESS 27 SEPTEMBER 2000</small>
<small>QUESTION #3</small>
<hr style="width: 50%; margin: 10px auto;"/> <small>ENCROACHMENT</small>
<p>of the force while reducing the weight of combat vehicles. Because operational mobility is a key element in determining the survivability of tactical elements, information predominately moves by way of wireless systems. These systems must have access to spectrum in order to operate.</p> <p>To ensure the Army has access to the frequency spectrum it requires, we work within the national level spectrum management organizations to develop efficient means of using the spectrum we currently access. We must look at new wireless technologies and new spectrum access methods to use each hertz of spectrum to produce the maximum capacity of information flow. At the national level, we must also pursue a radio frequency spectrum policy that assures access to spectrum for military and civilian users. The policy must ensure that reallocations of spectrum would only be implemented in accordance with a strategic plan and that a balance between commercial interest and federal requirements is maintained. We must also work within the national level</p>

f. **ENCLOSURES.** Do not use enclosures or attachments unless specifically requested or absolutely necessary to be fully responsive. If used, refer to the “chart below” or the “impact statement follows,” etc. When published, the referenced document will be placed at the appropriate point so the text is continuous.

g. **CHARTS, TABLES, SLIDES, ETC.** All tables, charts, slides, etc., ***must be in black and white with the same margins as the inserts.*** The committee will not accept color charts, as the official record of the hearing is printed in black and white.

h. **PROPRIETARY OR OTHER SENSITIVE INFORMATION.** Do not discuss proprietary information or any information that may not be classified but should be for official use only, such as information that affects a contract competition. The final determination of releasability will be made by DFOISR when the primary action agency clears your insert for public release.

i. **CLASSIFIED INSERTS.** ***Unclassified inserts are preferred;*** higher than “SECRET” will not be accepted.

(1) Unclassified inserts are not annotated with “UNCLASSIFIED.”

(2) Classified inserts will be marked with the highest security classification, appropriate classification authority, and declassification instructions. Stamp or type security classification and declassification instructions “Classified by _____ / Declassify on _____” or other appropriate instructions on the bottom of the insert, away from the body of the insert. Lengthy declassification instructions may be placed vertically on the left hand side. If stamped, use black ink that is dark enough to reproduce clearly on all copies made of the original insert.

(3) **Do not use brackets [].** Brackets are used for classified material only and will be handwritten in. Do not use brackets around any other text. Refer to [Army Regulation 380-5, Department of the Army Information Security Program](#), or your Security Manager for specific guidance on classified document marking.

(4) **Number 2 Pencil.** Using a black #2 pencil on a copy of the original insert, the action officer is responsible for placing his recommended security brackets around the specific classified material only and showing the security classification (C)/(S) over the classified portions. *The original insert will be bracketed in red pencil or excised only after security verification has been received from DFOISR by the primary action agency CACO responsible for finalizing the transcript and inserts for return to the committee.*

j. **MINIMAL USE OF INTERIM RESPONSES.** All inserts must be accounted for when the transcript is returned to the committee; therefore, every effort must be made to return all inserts with the transcript by the original suspense date.

(1) **Format.** Prepare the interim response insert with the applicable format heading and title. Do not attribute the answer to any individual. State when the information will be provided. Type the "interim answer" four or five lines down from the end of the question so it stands out from other inserts.

(2) Example of an Interim Response Insert.

WHEELED VEHICLE MAINTENANCE

Question. The Army is busy developing the Army of the future – one that will feature predominately wheeled vehicles. However, your service has yet to identify a wheeled vehicle depot to maintain this new fleet.

Will you consider the merits of naming Red River Army Depot a “Center for Industrial and Technical Excellence “ for wheeled vehicle maintenance?

Research into this matter is ongoing.

A final response will be provided within 30 days.

(3) **Suspense.** The date given to the committee must allow sufficient time for the final insert to be written, coordinated, reviewed, approved, and cleared.

3. Coordination Sheet Format. The same standards and procedures that apply to coordinating and approving CSB papers will be followed for inserts for the record. Essentially, anything that goes to Congress must be fully coordinated and approved by a general officer or SES. The standard insert coordination format is provided for at APPENDIX III-R. An electronic template is available from SALL-CAD, 697-3421. It applies to all formats of inserts and committees.

(1) **Heading/Title.** In annotating the coordination sheet information on a separate page, use the heading and subject title identical to insert to which the coordination applies.

(2) **AO.** Annotate your name as action officer, with your rank, office symbol, and telephone number.

(3) **Security Review Statement.** Annotate the security review statement (see Security Review in 4).

(4) **Coordinations.** Indicate coordinating agencies (see Coordination in 5).

(5) **Approval Authority.** Note the name, rank, office symbol of the general officer or SES approval authority and the date approved (see Approval in 6 on page 125).

4. Security Review.

a. **Responsibility.** Security review is the responsibility of the lead staff agency. The designated security review authority will review the document IAW applicable security regulations to ensure no classified information is contained. The use of the "Security Authority" title further emphasizes the security aspect of the review.

b. Required Documentation. The security review statement is documented on the insert coordination page. This review statement is for internal use only and will be not be distributed to the committee. The individual identified as the "Security Authority" will date and both print and sign his or her name as shown below.

SECURITY: _____ has reviewed this paper IAW applicable security
APPROPRIATE OFFICE SYMBOL
regulations and has determined the information enclosed therein is _____.
CLASSIFICATION

Security Authority: _____ Date: _____
PRINTED NAME AND SIGNATURE

5. Coordination. The action officer is responsible for fully coordinating the insert to ensure it represents the Army position before the insert can be submitted to the CACO.

a. **Required Coordination.** Refer to APPENDIX III-R. Completed coordination will be indicated by identifying the coordinating agency office symbol and the agency POC (name, telephone number, and date coordinated). Action officers are responsible for coordinating inserts with:

- (1) **Appropriate Army Secretariat/Army Staff Agencies.**
- (2) **Army Budget Office (ABO).**

(a) **Responsibility.** The Army Budget Office (ABO) of the Assistant Secretary of the Army (Financial Management and Comptroller) (SAFM) is responsible for ensuring the accuracy and consistency of current year and budget year data.

(b) **Coordination.** All inserts will be coordinated with SAFM-BUL and at least one functional ABO office. Based on subject matter, the action officer should choose the ABO functional directorate(s) having primary budget oversight of the paper. See APPENDIX B in the General Appendices for information regarding the responsibilities of the ABO offices. If the directorate is known, but not the particular AO, the following contacts (sub-CACOs within SAFM) can provide direction and/or the required chop:

SAFM-BUC – (management and control) – 3E331 / 692-6225
SAFM-BUI – (investment) – 3C349 / 614-7827
SAFM-BUO – (operations and support) – 3B349 / 693-2536
SAFM-BUR – (business resources) – 3B349 / 692-9757

(3) **G-8 Program, Analysis and Evaluation Directorate (PAED).**

(a) **Responsibility.** PAED is responsible for ensuring the accuracy and consistency of program data.

(b) **Coordination.** All inserts will be coordinated with the PAED CACO, room 3E365, telephone number (703) 697-4460/8631.

(4) **SAGC and DAJA.** SAGC and DAJA must chop all inserts that contain a recommendation or a comment regarding a legal matter that is significant or controversial at the HQDA or national level or proposing statutory or executive order changes.

(5) **SAGC.** SAGC must chop all inserts from a principal in the Secretariat addressing matters that are significant or controversial at the HQDA or national level.

(6) **SALL-CAD** (1D437, 697-3421).

(a) **USAR and ARNG.** In addition to normal staffing, USAR and ARNG are responsible for coordinating inserts with SALL-CAD so that the SA and CSA are provided an opportunity to review and comment. Given the complexity of issues the Army is challenged by – force reductions and a myriad of other issues – it is essential that the Army speaks with one strong, unified voice to Congress.

(b) **Other Agencies.** Any agency responding to an insert for the senior leadership (SA, USA, CSA, VCSA, or SMA) may coordinate with SALL-CAD (Congressional Actions Analyst) to verify the appropriateness of the response. SALL-CAD cannot comment on specific subject matter. It is your responsibility to ensure the insert is factual, fully coordinated, and properly formatted.

(7) **SALL-P.** All inserts will be coordinated with SALL-P. SALL-P must have the final coordination.

b. **Differences.** Differences between staff agencies will be resolved during the coordination process.

6. Approval. See APPENDIX III-R for format. Inserts will be approved at the agency directorate level – at a minimum – **by a General Officer or SES-level equivalent**. Approval will be indicated by typing the approving authority's rank and name (not initials) and obtaining the signature of the approving authority. Once the inserts have been approved, CACOs should provide a copy to their staff principal for information. There are instances when the SA or CSA may contact a staff principal concerning an insert under their purview.

7. Required Copies. You must provide your agency CACO the original insert and coordination sheet, one complete hardcopy, and an electronic copy. You should also retain a hardcopy for your records.